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2-14-2002

February 14, 2002

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Recommended Citation

Council on Academic Affairs, "February 14, 2002" (2002). *Minutes*. 279.
http://thekeep.eiu.edu/caa_minutes/279

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MINUTES OF THE COUNCIL ON ACADEMIC AFFAIRS

2/14/02

The February 14, 2002 meeting of the Council on Academic Affairs was held at 2:01 p.m. in the Arcola/Tuscola Room.

Members present: Dr. Bock, Ms. Catto, Dr. Cosbey, Dr. Dietz, Dr. Helsel, Dr. Marlow, Dr. Methven, Dr. Samuels, Ms. Sartore, and Dr. Shonk.

Members absent: Mr. Brinkmeyer and Dr. Owens.

Guests: W. Chandler, J. Dilworth, A. Eades, L. Greer, F. Hohengarten, B. Irwin, M. Izadi, K. Kruse, R. Meyers-Bradley, Jayne Ozier, K. O'Rourke, and L. Simpson.

Staff present: Vice President Lord and Ms. Karr.

I. Minutes.

The minutes of February 7, 2002 were approved as written.

II. Communications.

1. Academic Waiver Report from the College of Education and Professional Studies for January 2002.
2. Academic Waiver Report from the Lumpkin College of Business and Applied Sciences for January 2002.
3. Academic Waiver Report from the College of Arts and Humanities for January 2002.
4. Email from Dr. Aylesworth regarding EIU Faculty Laureate.
5. Email from Dr. Wohlrabe regarding EIU Faculty Laureate.
6. Request (1/7/02) for Executive Action from the College of Arts and Humanities for the following:
 - 2525 SPC, Electronic Production I. Change course description to "Students receive an overview of the electronic media and learn basic audio and video production theories and techniques. Emphasis is on studio production. Students will be required to complete laboratory hours at WEIU-TV and/or WEIU-FM. **Credit will not be awarded if the student has already received credit for SPC 3520 or SPC 3540.**"
 - SPC 1310G, Introduction to Speech Communication. Request to add a lab hour and teach half of the sessions in an experimental lecture lab format.
 - Dr. Shonk moved and Dr. Helsel seconded the motion to make SPC 1310G an agenda item. The motion was passed by the following vote:

Yes: Catto, Cosbey, Helsel, Samuels, Sartore, Shonk.

No: Bock, Dietz, Marlow, Methven.

SPC 1310G was assigned agenda number 02-12 and will be acted on at the February 21 meeting.

7. College of Sciences Curriculum Committee 1/25/02 Minutes.
8. Email listing on-campus interview times for candidates to the Dean of the College of Sciences position.

III. Items to be Added to the Agenda.

1. 02-06, Biological Sciences Program Review. Please see last page of handout for questions from the academic requirement section from the Reporting Requirements for the IBHE Review of Instructional Programs.
 - Dr. Methven requested that the Council suspend the rules and add and act on this agenda item at the February 14 meeting. Dr. Bock moved and Dr. Dietz seconded the motion to suspend the rules.

The motion to suspend the rules and add and act on 02-06 at this meeting passed unanimously.

IV. Pending Agenda Items.

1. 01-69, Special Courses / Workshop Approval Process.
2. 01-70, Enforcement of Prerequisites.

V. **Agenda Items to be Acted Upon.**

1. 02-04, FIN 3760, Real Estate Investment, Revised Course.

Dr. Roszkowski presented the proposal and answered questions of the Council. After minor revision to the prerequisites the motion passed unanimously.

This action approves the following to become effective Spring 2003.

FIN 3760. Real Estate Investment (3-0-3) On demand. RE Investment. A study of the unique characteristics of real property and the application of standard finance concepts to real estate investment analysis with considerations for mixed asset portfolios. Prerequisites: BUS 3710 with a grade of C or better; FIN 3720; and admission to the School of Business or permission of the Associate Chair.

2. 02-05, FIN 4400, Financial Analysis and Planning, New Course.

Dr. Roszkowski presented the proposal and answered questions of the Council. After minor revision to the prerequisites the motion passed unanimously.

This action approves the following to become effective Spring 2003.

FIN 4400. Financial Analysis and Planning (3-0-3) F, S. FIN ANAL & PLAN. A seminar approach to studying the contemporary issues concerning analysis of firm performance and development of financial plans to support the firm's strategic objectives. Prerequisites: BUS 3710 with a grade of C or better; FIN 3720; FIN 3730; FIN 3770; and FIN 3780.

3. 02-07, FLG 4750, German for Reading Knowledge I, New Course.

Dr. French and Dr. Canfield presented the proposal and answered questions of the Council. After minor revision the motion passed unanimously.

This action, contingent on CGS approval, approves the following to become effective Spring 2003.

FLG 4750. German for Reading Knowledge I (4-0-4) On demand. German Reading1. This course is designed to introduce students to a basic knowledge of German that they can then use to do research in German in their chosen field. This course cannot be used to meet any requirements of the major in Foreign Languages, German concentration or the German minor.

4. 02-08, FLG 4751, German for Reading Knowledge II, New Course.

Dr. French and Dr. Canfield presented the proposal and answered questions of the Council. After minor revision the motion passed unanimously.

This action, contingent on CGS approval, approves the following to become effective Fall 2003.

FLG 4751. German for Reading Knowledge II (4-0-4) On demand. German Reading2. This course is designed to prepare and then to give students an opportunity to do research in German in their chosen fields. This course cannot be used to meet any requirements of the major in Foreign Languages, German concentration or the German minor. Prerequisite: FLG 4750 or permission of department chair and instructor.

5. 02-09, Change Family and Consumer Sciences admission standards and degree requirements.

Ms. Dillworth presented the proposal and answered questions of the Councils. The revised proposal passed unanimously.

This action approves the following to become effective Fall 2002.

Major in Family and Consumer Sciences:

I. Criteria for Admission to the School of Family and Consumer Sciences major:

- 1. Completion of 15 semester hours of work taken at EIU or at another institution of higher education.**
- 2. Minimum of 2.0 cumulative grade point average.**

II. School of Family and Consumer Sciences degree requirement:

To meet the requirements for a degree in the School of Family and Consumer Sciences, students must earn a minimum grade of "C" in each of the following courses: FCS 1000, FCS 2000, FCS 3000, FCS 4000.

6. 02-10, Revisions to the Criteria for Professor Laureate.

Following extensive discussion about the original intent of the award and the general perception about who was eligible to be nominated, the Council determined that the subcommittee assigned to handle the selection should convey that everyone is eligible, not just those teaching general education courses and that the person selected will deliver an address at Convocation on the value of general/liberal education.

7. 02-11, Interim Format for Approving Currently Existing Technology-Delivered Courses or Sections.

Dr. Dietz presented the draft of this format. It was decided that Dr. Dietz will revise the draft and that Dr. Helsel will work with Dr. Dietz and the subcommittee on creating a proposal for a currently existing technology-delivered course that may then serve as a model for future proposals.

8. 02-06, Biological Sciences Program Review.

Dr. Kruse presented the review and answered questions of the Council.

The motion to accept the review was passed unanimously.

The meeting adjourned at 3:50 p.m.

Luann Karr, Coordinator.

All Council Minutes and Agenda are available on the Web at <http://www.eiu.edu/~eiucaa/index.caa.htm>. In addition, an electronic course library is available at <http://www.eiu.edu/acaaffair/courselibrary.htm>.

ANNOUNCEMENT OF NEXT MEETING

February 21, 2002

2:00 p.m.

Arcola/Tuscola Room

Agenda:

02-12, SPC 1310G, Proposal to teach half of the sessions in an experimental lecture lab format.

Pending Agenda Items:

1. 01-69, Special Courses / Workshop Approval Process.
2. 01-70, Enforcement of Prerequisites.
3. 02-11, Interim Format for Approving Currently Existing Technology-Delivered Courses or Sections.

Pending Executive Actions:

1. 2525 SPC, Electronic Production I. Change course description to “Students receive an overview of the electronic media and learn basic audio and video production theories and techniques. Emphasis is on studio production. Students will be required to complete laboratory hours at WEIU-TV and/or WEIU-FM. **Credit will not be awarded if the student has already received credit for SPC 3520 or SPC 3540.**”

Executive Actions:

1. FCS 4275 Internship. Change prerequisites to read: FCS ~~4274~~ **4000**, junior standing, permission of the Chair of the School of Family and Consumer Sciences, and acceptance of the student by a business or agency. Effective Fall 2002.

2. FCS 4345 Hospitality Administration. Change prerequisites to read: BUS 2101, BUS 3010, BUS 3470, FCS 3790, FCS 3796, FCS ~~4274~~ **4000**, and FCS 4275. Effective Fall 2002.

3. FCS 4000 Professional Focus of Family and Consumer Sciences. Change prerequisites to read: FCS 1000, FCS 2000, FCS 3000, and completion of ~~90~~**75** hours. Effective Fall 2002.

4. COS 4830 Occupational Perspectives: Past, Present and Future. Change course description from “The study of the nature of careers and occupations from varying perspectives including historical, philosophical, technological, political, economic, psychological and others, together with prospects and directions for the future” to “**This course involves the study of the nature of organizations from varying perspectives including historical, philosophical, technological, psychological and sociological with prospects and directions for the future.**” Effective Spring 2002.

5. COS 4850. Change course title from “COS 4850 Special Topics in Occupational Development” to “**COS 4850 Special Topics in Career and Organizational Studies.**” Effective Spring 2002.

6. INT 2123 Communications Photography. Change course title and description from “INT 3123 Communications Photography. Black and white photography including exposure control, film processing, and print processing. Color slide processing will be included. Student furnishes SLR 35 mm camera” to “**INT 3123 Foundations of Photography. Course emphasizes basic aesthetics of photography and a historical and critical context for evaluating photographs. Course provides technical skills in black-and-white photography needed to produce individual projects. Photographic materials, processes, and techniques for black & white film development, print production and mounting are covered. Color slide images and a basic understanding of digital photography will be included. Student furnishes SLR 35 mm camera.**” Effective Spring 2002.

7. INT 3343 Digital Prepress Technologies. Change course title and description from “INT 3343 Digital Prepress Technologies. Detailed study of digital prepress technologies as well as conventional film processes. Major emphasis will be on the visualization, design, image assembly and conversion of digital images for reproduction. Special emphasis will be on the technical aspects of the latest hardware and software packages used in communication and the prepress environment” to “**INT 3343 Digital Media Technologies. Introduction to digital media applications applied to print and web media. Major emphasis will be on page layout, image capture, image conversion, image assembly, web page development, differences in computer operating systems and file formats, differences in output devices, basic color theory and applications to print and web media in individual student and group projects.**” Effective Spring 2002.

8. INT 3353 Communication Production. Change course title and description from “INT 3353 Communication Production. Film assembly, plate-making, offset lithography, finishing procedures, production estimating and management” to “**INT 3353 Print and Digital Media Production. Class experiences will focus on the print and digital media manufacturing processes from digital layout preparation, image assembly, proofing systems, conventional film processes, digital capture and image conversion, direct-to-plate technology, offset printing, flexography and gravure technology, digital printing processes, bindery, and finishing processes. Cost estimating of print and digital media including production management will be stressed.**” Effective Spring 2002.

9. INT 4813 Advanced Desktop Publishing. Change course title and description from “INT 4813 Advanced Desktop Publishing. Class experiences will focus on the preparation of text and graphics, page layout and the merging of graphic elements into a completed document. The use of scanners, the design of networks, and selection of hardware and software are also highlighted” to **“INT 4813 Advanced Digital Media Technologies**
Class experiences will focus on the advance preparation, merging, and integration of various digital elements into a completed document for printed publication including web page development. The use of scanners, digital cameras, video and audio applications, selection of hardware and cross-platform software interface, design and practical applications of networks will also be highlighted.” Effective Spring 2002.